

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Institution/Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm the completion of my PCR test conducted on [test date] at [test location].

The results of the PCR test indicate that [positive/negative] for [specific virus, e.g., COVID-19], with the results received on [results date].

If you require any further information or documentation regarding my test, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]